

## **Section L – Instructions, Conditions and Notices to Offerors or Respondents for JSLNBCRS Award**

### **L.1 Submission of Proposals**

#### **L.1.1 Proposals shall consist of the following:**

**L.1.1.1** One (1) signed and completed copy of Standard Form 33 and attached continuation sheets.

**L.1.1.2** Original and eight (8) copies and two (2) electronic copies on CD ROM of the Technical/Management Proposal, Volume I

**L.1.1.3** Original and four (4) copies, and three (3) electronic copies on CD ROM of the Price Proposal, Volume II

**L.1.1.4** Original and four (4) copies and two (2) electronic copies on CD ROM of Past Performance, Volume III

**L.1.1.5** Original and one (1) copy of Business Information, Volume IV

**L.1.1.6** Forward proposals to:

**L.1.1.6.1** Federal Express Address:

US Army RDECOM Acquisition Center  
Directorate of Contracting, Edgewood Division  
ATTN: AMSRD-ACC-E (Elaine Millard)  
Building E-4455  
Aberdeen Proving Ground, MD 21010-5401

**L.1.1.6.2** Mailing Address:

US Army RDECOM Acquisition Center  
Directorate of Contracting, Edgewood Division  
ATTN: AMSRD-ACC-E/ Elaine Millard  
E5179 Hoadley Road (E-4455)  
Aberdeen Proving Ground, MD 21010-5401

### **L.2 Preparation Instructions**

Preparation Instructions for Technical/ Management, Price Sections, Past Performance and Business Information:

The Offeror must submit a definitive proposal to achieve the results that are set forth in the Government requirements.

**L.2.1 Format**

**L.2.1.1** The Offeror's Technical/ Management, Past Performance, and Price information shall be submitted in four separate volumes as listed below:

Volume I	Technical/ Management Proposal – Shall not exceed 100 pages
Volume II	Price Proposal – Shall not exceed 75 pages
Volume III	Past Performance Information – Shall not exceed 30 pages
Volume IV	Business Information – Shall not exceed 50 pages

**L.2.1.1.1** When indicated in Sections L.3.1/ M.7, L.3.2 and L.3.3, Offers shall format each Volume into Chapters. Each Volume shall have a Table of Contents, cross-references and an Index.

**L.2.1.1.2** Offerors shall use three (3) ring binders and shall assemble the separate volumes (as stated in L.2.1.1) and Chapters (as stated in L.2.1.1.1) for ease of evaluation.

**L.2.1.1.3** The volumes shall be as brief as possible and consistent with a complete submission. Pages shall not exceed 8.5 inches in width and 11 inches in length; however, fold out pages, not exceeding 11 x 17 inches, depicting such items as charts, matrices, and schedules may be used and will count as two (2) pages. The Offeror shall number all pages.

**L.2.1.1.4** The Offeror's written/ text portion of the proposal shall be printed in a 12 point Arial font with one-inch margins (top, bottom, left and right). The font size for charts, matrices, and schedules may be reduced to 10 point Arial font as long as the material is readable by the reviewers.

**L.2.1.1.5** Resumes shall be limited to two (2) pages for each resume.

**L.2.1.1.6** The Offeror shall provide a clear explanation that define any differences between the Government-requested format and the Offeror's actual submitted format.

**L.2.1.1.7** Offerors shall provide sufficient detail in a clear and concise manner to completely address each area the Government will evaluate (see Section M). Offerors shall not use excess, unnecessary or elaborate verbiage.

**L.2.1.1.8** Offerors shall ensure electronic copies are compatible with the Windows XP operating system and use Microsoft Office 2003 (Microsoft Word, Microsoft Excel (data file shall be .XLS file format), Microsoft Project and Microsoft PowerPoint). Formulas, formats, calendars/ schedules, documents and other applicable information shall be unlocked (no protection applied) and have unrestricted/ unlimited access for detailed analysis.

**L.2.2** All information the Offeror wishes to have considered must be submitted with the initial proposal and shall be confined to the appropriate volume.

**L.2.2.1** The Offeror shall submit identical paper and electronic copies. The Offeror takes the risk for any inconsistencies between the two.

**L.2.2.2** Prior to any evaluation, the Government will check all CDs for viruses and ensure that all CDs are readable. In the event that the CDs are defective (unreadable), the Government will only evaluate the written proposal and any readable electronic files.

**L.2.2.3** The Offeror shall certify that all media on which electronic proposals are submitted have been verified as free of viruses and specify which anti-virus software was used.

### **L.3 Functional Elements Discussion**

The Offerors are reminded that their proposals shall discuss, at a minimum, each of the functional elements listed below:

#### **L.3.1 Volume I – Technical/ Management - Shall not exceed 100 pages**

##### **L.3.1.1 Chapter 1 Integration Approach**

**L.3.1.1.1** Integration and Manufacturing Production Methods - The Offeror shall describe the Integration and Manufacturing Production Methods and Producibility Principles that will be followed throughout this contract.

**L.3.1.1.2** Quality Control/ Production Flow – The Offeror shall describe the Quality Control procedures and Production Flow procedures planned for this contract.

**L.3.1.1.3** Organization Structure and Responsibilities – The Offeror shall describe its proposed integration/ manufacturing organization structure and responsibilities in regards to this contract.

**L.3.1.1.4** Facilities and Equipment - The Offeror shall describe its Facilities and Equipment that will be used to perform this contract. The description shall provide the location of the Facilities and Equipment. If separate locations are used to complete this contract, the Offeror shall describe the work at each location and the flow of goods and materials.

##### **L.3.1.2 Chapter 2 Program Management**

**L.3.1.2.1** Program Schedule - The Offeror shall describe its proposed Program Schedule as it applies to this contract and include a proposed Master Program Schedule using Microsoft Project.

**L.3.1.2.2** Quality Assurance - The Offeror shall describe its Quality Assurance plan in detail as it applies to this contract.

**L.3.1.2.3 Key Personnel** - The Offeror shall propose resumes for the key personnel described in M.7.2.2 in the Solicitation. The Offeror shall propose only those individuals who are currently employed by the Offeror.

**L.3.1.2.4 Subcontractor Management** – The Offeror shall describe its proposed Subcontractor Management approach as it applies to this contract.

**L.3.1.2.5 Data Management** – The Offeror shall describe its plan for Data Management as it applies to this contract. The Offeror will also include details on how the Offeror plans to manage Data Submission/Contract Data Requirements List (CDRL).

### **L.3.1.3 Chapter 3 Engineering**

**L.3.1.3.1 Reliability/ Maintainability** – The Offeror shall describe its approach for a comprehensive Reliability and Maintainability Program as it applies to this contract.

**L.3.1.3.2 Design Engineering** – The Offeror shall describe its Design Engineering approach as it applies to this contract.

**L.3.1.3.3 Configuration Management** – The Offeror shall describe its plan to establish and maintain its Configuration Management Process for this contract.

**L.3.1.3.4 Software Engineering** – The Offeror shall describe its Software Integration/ Engineering approach for this contract.

**L.3.1.3.5 Human Factor Engineering** – The Offeror shall describe its proposed Human Factors Engineering approach as it applies to this contract.

**L.3.1.3.6 Environment, Safety and Occupational Health** – The Offeror shall describe its Environment, Safety and Occupational Health Program approach for this contract.

### **L.3.1.4 Chapter 4 Integrated Logistics Support**

**L.3.1.4.1 Integrated Logistics Support System** – The Offeror shall describe its proposed Integrated Logistics Support and Maintenance Support approach as it applies to this contract.

**L.3.1.4.2 Logistics Support Analysis** – The Offeror shall describe its approach to develop and maintain Logistical Support Analysis Records for this contract.

**L.3.1.4.3 Training** – The Offeror shall describe its proposed training plan, to include supporting training material for this contract.

**L.3.1.4.4 Supply Support** – The Offeror shall describe its Supply Support plan for this contract.

**L.3.1.4.5 Technical Publications** – The Offeror shall describe its proposed plan for

developing and delivering Technical Publications under this contract.

**L.3.1.4.6 Unique Identification (UID)** – The Offeror shall describe its approach for Unique Identification as it applies to this contract.

**L.3.1.5 Chapter 5 Socio-Economic Commitment** – The Offeror shall describe in detail its plan, procedures or program that supports, integrates and explains its Socio-Economic Commitment as it applies to this contract.

### **L.3.2 Volume II – Price - Shall not exceed 75 pages**

#### **L.3.2.1 General Instructions**

The Offeror shall prepare a Price proposal in compliance with the requirements of FAR 15.408, Table 15-2, "Instructions for Submitting Price Proposals." Each element of Price shall be documented to show the basis and rationale used in arriving at the amount proposed, and the proposal shall be appropriately cross-referenced. Supporting information shall contain Price breakouts for each Price element and shall include all rates, hours, material, escalation rates, Price data sources, methodology, and assumptions. All assumptions used to develop the Price estimates shall be clearly stated and identifiable in the spreadsheet formulations. A separate spreadsheet shall be submitted for each Contract Line Item (CLIN) including Options. For subcontractor pricing, separate sealed spreadsheets containing the required information will be accepted from the Subcontractors if they are submitted with the Offeror's proposal.

### **L.3.3 Volume III - Past Performance - Shall not exceed 30 pages**

**L.3.3.1** The Offeror shall submit relevant information concerning all contracts and subcontracts (including Federal, State and local Government and private), that are on-going or have been completed within the last five (5) years, and that demonstrate its ability to perform the proposed effort. The information submitted shall be limited to no more than a two-page summary for each contract or subcontract. Past Performance information shall be submitted in accordance with the format set forth below:

**L.3.3.1.1** Contract number and CAGE code of the unit performing the work

**L.3.3.1.2** Firm name, street address, and internal point of contact familiar with the work

**L.3.3.1.3** Type of award (negotiated, sealed bid, etc.)

**L.3.3.1.4** Type of contract (Firm Fixed Price, Price-plus-fixed-fee, etc.)

**L.3.3.1.5** Date of award and contract completion date

**L.3.3.1.6** Total dollar value at award

**L.3.3.1.7** Final or current value to include all modifications and options

**L.3.3.1.8** Description of work

**L.3.3.1.9** List of major subcontractors and work the subcontractor performed

**L.3.3.1.10** Customer Contracting Officer's name, organization, email address, date last contacted, and telephone number

**L.3.3.1.11** Customer Program Manager's name, organization, email address, date last contacted, and telephone number

**L.3.3.1.12** Percentage of work subcontracted to small business and the associated goals (if any) agreed to in the contract.

**L.3.3.1.13** The Offeror shall explain why it considers the contracts/subcontracts identified as being relevant to the proposed acquisition.

**L.3.3.1.14** The Offeror shall provide information on problems encountered on the identified contracts/ subcontracts/task or delivery orders and the demonstrated action taken to correct such problems.

**L.3.3.1.15** The Offeror shall include past performance in complying with subcontracting plan goals for Small Disadvantaged Business (SDB) concerns (FAR Part 19.7), monetary targets for SDB participation (FAR Part 19.1202) and notifications submitted under FAR Part 19.12024(b).

**L.3.3.2** Information shall be included for all contracts terminated in whole or in part, to include those currently in the process of termination.

**L.3.3.3** If an indefinite delivery type contract is identified, include information on only recent and relevant task or delivery orders. Performance will be assessed on an order by order basis as well as on an overall contract performance basis. Such items as contract administration, responsiveness to task order solicitations and problem resolution will be assessed.

**L.3.3.4** The Offeror shall include in its proposal the written consent of its proposed major subcontractor(s) to allow the Government to clarify, communicate or discuss the subcontractor's past performance information with the Offeror. The Offeror shall specifically describe the major work that its subcontractors will perform. (Major subcontractor is defined in terms of criticality of the subcontract work to the whole.) This consent is not considered part of the two-page summary referenced in L.3.2.1 above. The Offeror shall also include the same performance information as described in L.3.3.1, L.3.3.2, and L.3.3.3 for each major subcontractor, if that subcontractor will be used during this contract. The letters of consent do not need to be provided in electronic format.

#### **L.3.4 Volume IV – Business Information - Shall not exceed 50 pages**

**L.3.4.1** The Offeror shall provide a Small Business Subcontracting Plan or a statement supporting an exemption to this requirement, as applicable.

**L.3.4.2** The Offeror shall provide the original and one (1) copy of completed Section K – Representations and Certifications.

**L.3.4.3** Small Business Participation - Each Offeror, with the exception of those firms meeting the criteria for certification as a small business concern, shall submit a Small Business and Small Disadvantaged Business Subcontracting Plan in accordance with FAR 19.7 with the initial proposal. This plan shall be pursuant to FAR 52.219-9 and DFARS 52.219-7003 and address, in general terms, subcontracting for the categories of work described in Section C (Statement of Work). The plan shall include percentage goals pursuant to FAR 19.704a (1).